SIS 2000+ Training Manual

Mark Reporting

Mark Entry and Related Reports

Mark Reporting Entry Applications:

- Student Marks
- Class Marks

Reports:

- Class Rosters
- Grade Verifications
  - Marks Listing by Class
  - Marks Listing by Student

Pre-Requisites

The Mark Reporting Set-Up process needs to have been completed prior to the actual entry of Marks. The Set-Up involves tables and applications that must be defined and used in order to run the Mark Entry applications.

If the Set-Up process has not been completed, refer to the Set-Up documentation and perform the necessary steps before using Student Marks or Class Marks. Or if the Set-Up is complete, but the Mark Entry applications do not launch successfully, review the steps in the Set-Up process to ensure that they were performed correctly.

Purpose

For the user to gain a basic understanding of how the steps performed in the Set-Up process now relate to the entry of Marks. Then the actual Mark Entry process will begin. The process of collecting Marks from teachers is first, followed by entering those Marks into SIS 2000+. Then, Mark verification and correction are performed; and, ultimately, Honor Roll listings and Report Cards are generated after the Mark Reporting Calculations Process is run.

Training Objectives

Using Reports to Collect Marks from Faculty:

- Grading Rosters

Using the Mark Reporting Entry Applications:

- Class Marks
- Student Marks

Using Reports to Print / Verify Marks:

- Grade Verifications:
  - Marks Listing by Class
  - Marks Listing by Student

Overview of the Mark Reporting Process

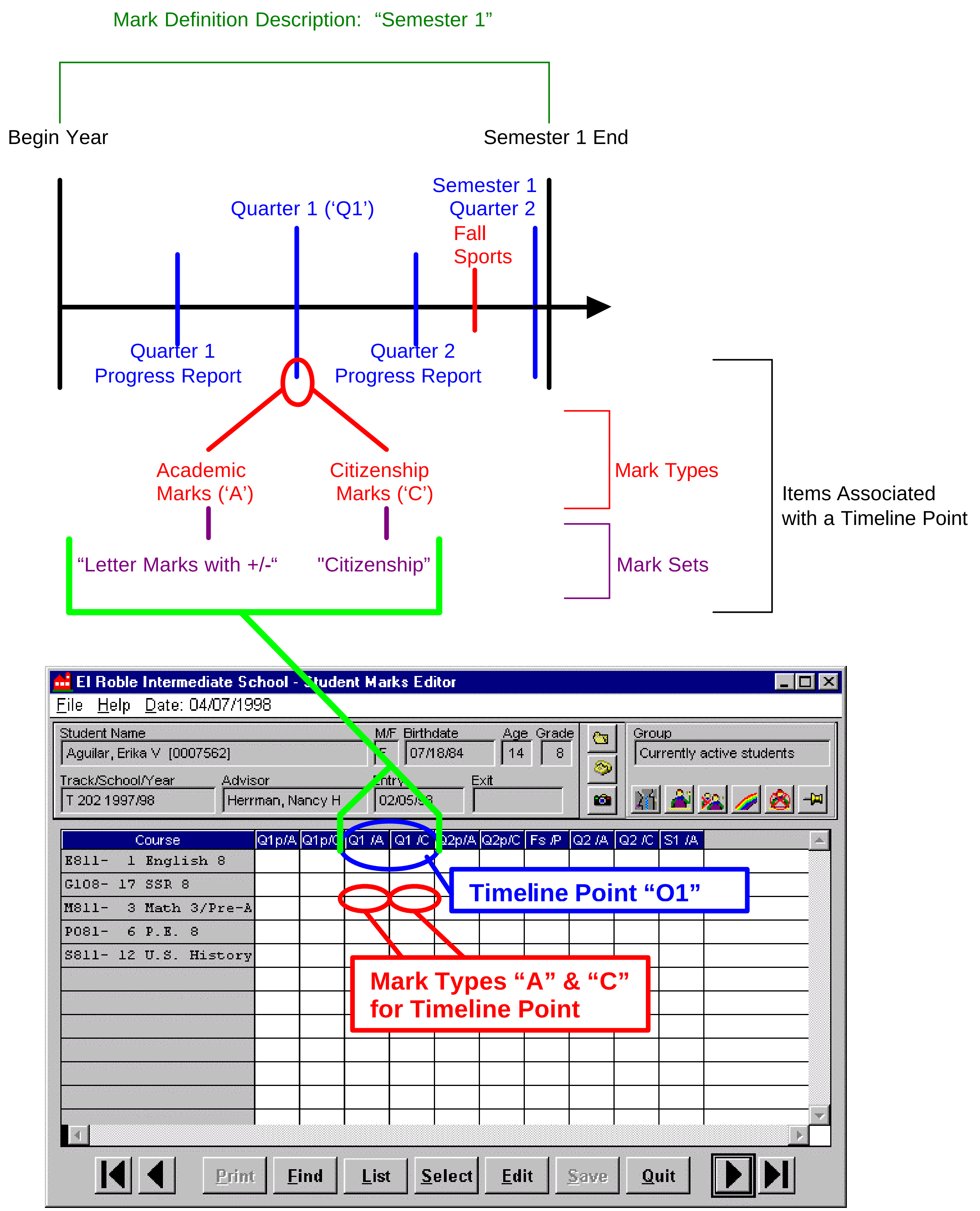
When it comes time to enter grades (hereafter referred to as "Marks") that students have earned in their courses, either the Student Marks or Class Marks application may be used. The Student Marks application is used to enter Marks for one student at a time. This is done in a spreadsheet-style format with one student displayed at a time, with the student's schedule in the first column or the grid. Class Marks is used to enter Marks for a course, one section at a time, in a spreadsheet-style format with a class roster listing in the first column.

In both applications, the spreadsheet grids where Marks are entered are essentially the same. The columns displayed represent the Mark Reporting points that were defined through the Table Editor and Mark Reporting Set-Up Applications. Through that process, you created a **'Mark Reporting Timeline'** that laid out when, during the school year you would collect and process Marks. You also specified what "type" of Marks (**'Mark Types'**) would be collected at each point ('Academic', 'Citizenship', 'Effort', etc.), and what exactly those Marks would be ('**Mark Values')**.

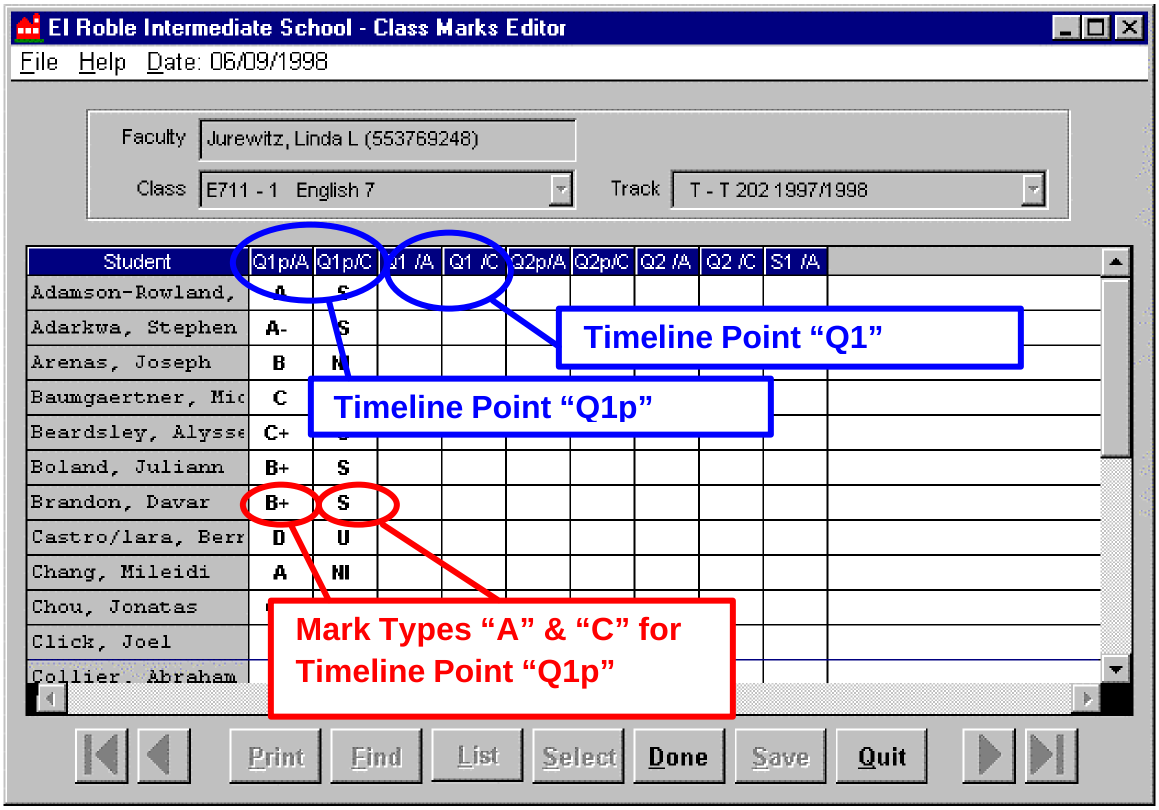
Particular points in the Timeline were grouped together into **'Mark Definitions'** . Then, courses were linked to these Mark Definitions. This defined which Timeline Points would be associated with each course; and in turn, the order in which these points would be displayed in the columns seen in Student Marks and Class Marks.

The following is an example of how the Timeline created in the Mark Reporting Set-Up Process translates into what is displayed on the Mark Entry screen:

Timeline used in Mark Reporting Set-Up:



Student Marks Entry Screen showing a student's schedule and the Timeline Points with their corresponding Mark Types.



Class Marks Entry Screen showing the Mark Reporting Timeline Points and Mark Types collected for a particular course. (Timeline Point / Mark Type)

The column headers are abbreviated codes for each **Mark Reporting Timeline Point** and its associated **Mark Type**.
In this example, the first **Timeline Point** is called ‘Q1p’ for “Quarter 1 Progress Report”. The code used here comes directly from the Mark Reporting Term Code defined in the Term Codes table in the Table Editor.

This point has two **Mark Types** associated with it (‘A’ for “Academic” and ‘C’ for “Citizenship”). These codes come from the Mark Type Codes that you defined in the Table Editor.

The columns are displayed in **Timeline Point** order, which was defined in the Timeline application. Then alphabetically within each Timeline Point based on the first letter of each **Mark Type** (‘A’ then ‘C’).

The Mark Entry columns in Student Enter and Class Entry are dependent upon the Set-Up process being performed completely and accurately. If error messages are displayed when launching the Mark Entry Applications, or if the screens display a message reading ‘No Data’, it is likely that a step in the Set-Up process may not have been completed correctly. You will have to review the steps in that process to remedy such a situation.

If the Set-Up was performed correctly, it is now time to collect Marks from teachers and begin the actual Mark Entry process.

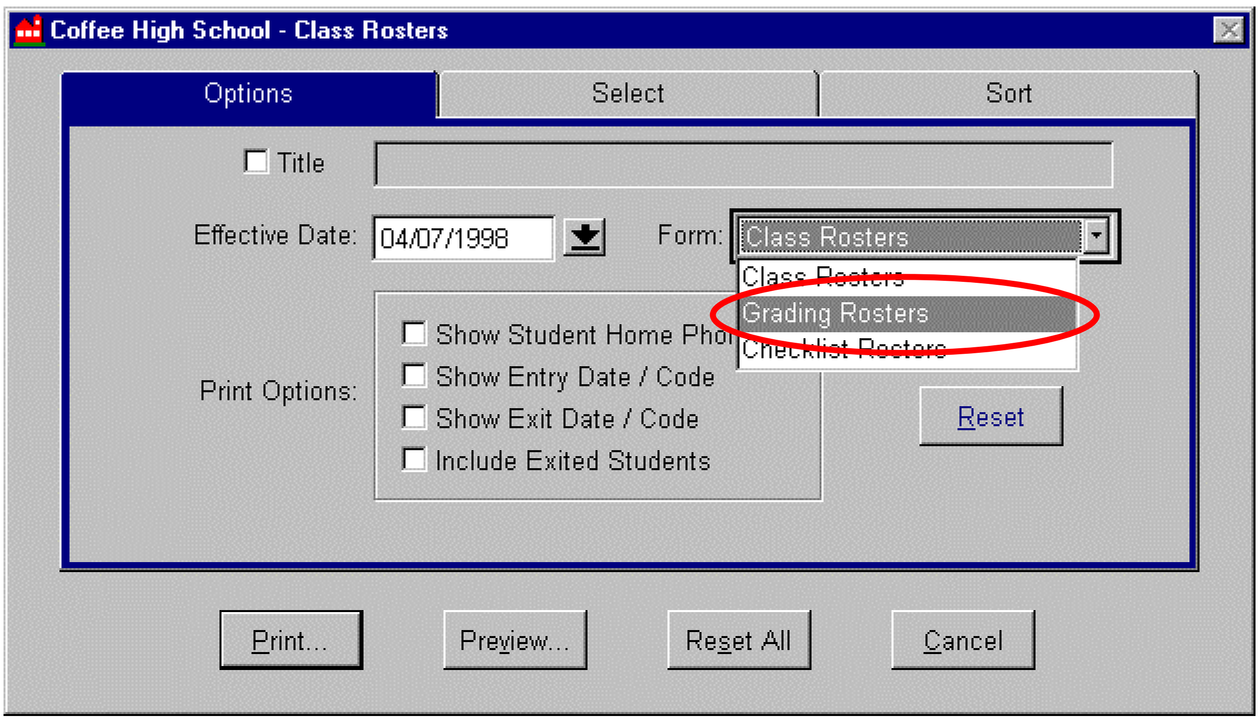
COLLECTING MARKS

<u>GRADING ROSTERS</u>

A useful tool for collecting Marks from faculty members is a **Class Roster**. SIS 2000+ Class Roster can be printed in the form of a Grading Roster that has boxes for teachers to fill in student's Marks next to their names.

Launch the Class Rosters Report

From the Schedule Menu, then the Report Menu, select **Class Rosters**.
When the report opens to the **'Options' Tab**, go to the **'Form' drop-down box**. Select **'Grading Rosters'**.



Class Rosters Report, selecting 'Grading Rosters' to be printed.

Use the rest of the **'Options', 'Select', and 'Sort'** features as you normally would to print all rosters or particular rosters.

Then, preview and / or print the report.

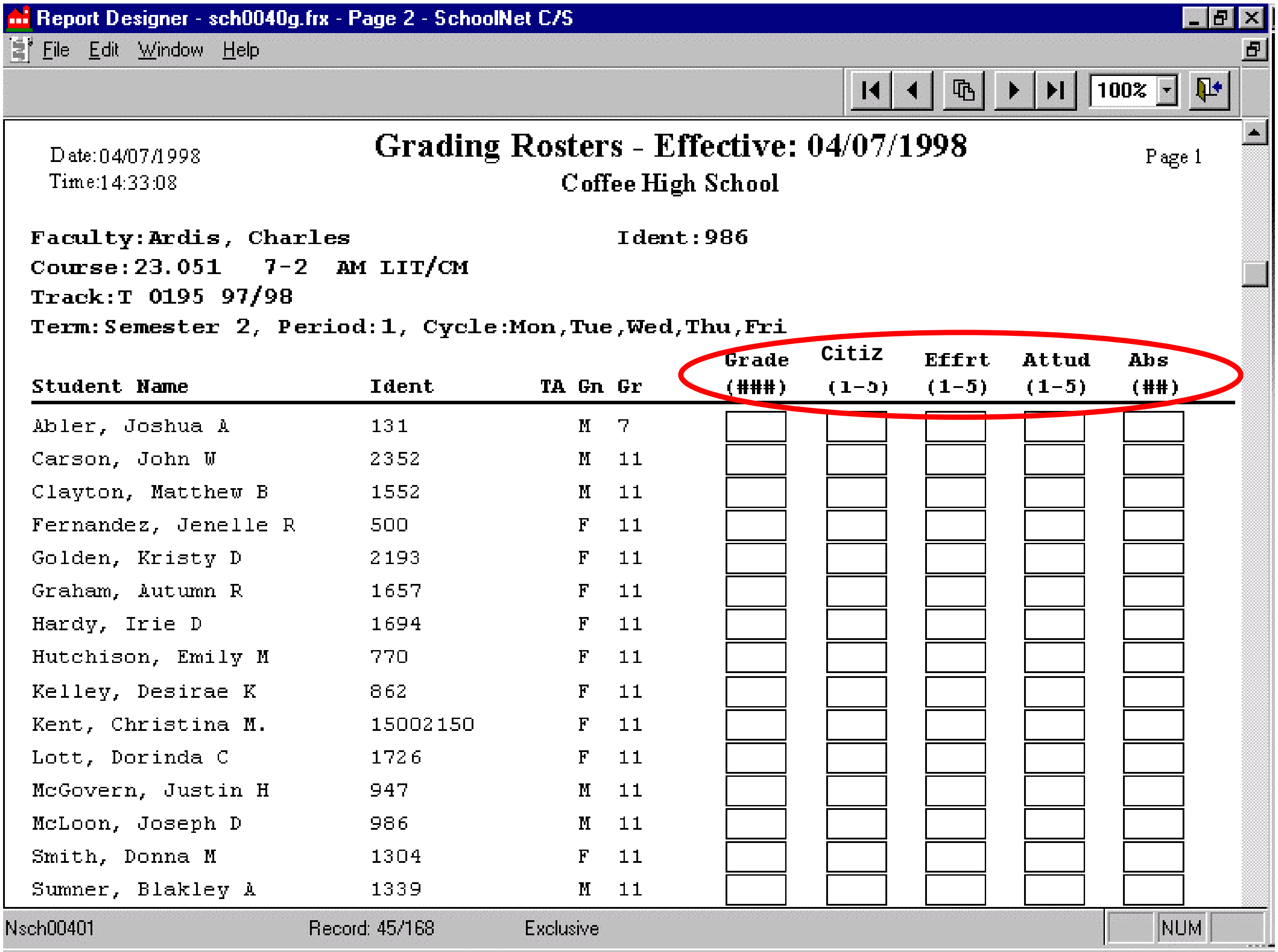
Preview and Print the Report

This report will only include a set of columns for Marks one Mark Reporting Timeline Point at a time.

This report will include all of the fields of a normal Class Roster (Faculty, Course, Section, Period, Term, Cycle, and Student Listing) plus boxes for the faculty member to use for entering Marks by hand to be returned to the school office for entry.

The boxes that the teacher may use for writing in Marks may be labeled based on the Mark Types that will be collected for the course (‘Academic’, ‘Citizenship’, ‘Effort’, etc.). They should be ordered in the same manner that they are ordered on the Student Marks and Class Marks entry screens for ease of use. You may also want to use a column for the teacher to enter the codes for Report Card Comments that were defined in the Set-Up process.

> NOTE: Remember that the Marks written in on this form should match the Mark Values you have defined. In other words, for the ‘Citizenship’ Mark Type, the following ‘Mark Values’ were defined in the Mark Values application: ‘O’ for ‘Outstanding’, ‘S’ for ‘Satisfactory’, ‘NI’ for ‘Needs Improvement’, and ‘U’ for ‘Unsatisfactory’. Teachers should only enter these values into the citizenship column, not ‘A’, ‘B’, ‘C’, etc.



Report Designer - sch0040g.frx - Page 2 - SchoolNet C/S

File Edit Window Help

Date:04/07/1998
Time:14:33:08

Grading Rosters - Effective: 04/07/1998

Coffee High School

Page 1

Faculty:Ardis, Charles **Ident:986**
Course:23.051 7-2 AM LIT/CM
Track:T 0195 97/98
Term:Semester 2, Period:1, Cycle:Mon,Tue,Wed,Thu,Fri

Student Name	Ident	TA	Gn	Gr	Grade (###)	Citiz (1-5)	Effrt (1-5)	Attud (1-5)	Abs (##)
Abler, Joshua A	131		M	7					
Carson, John W	2352		M	11					
Clayton, Matthew B	1552		M	11					
Fernandez, Jenelle R	500		F	11					
Golden, Kristy D	2193		F	11					
Graham, Autumn R	1657		F	11					
Hardy, Irie D	1694		F	11					
Hutchison, Emily M	770		F	11					
Kelley, Desirae K	862		F	11					
Kent, Christina M.	15002150		F	11					
Lott, Dorinda C	1726		F	11					
McGovern, Justin H	947		M	11					
McLoon, Joseph D	986		M	11					
Smith, Donna M	1304		F	11					
Sumner, Blakley A	1339		M	11					

Nsch00401 Record: 45/168 Exclusive NUM

Class Roster Report with 'Grading Rosters' selected as the form type.

Once the Grading Rosters are printed and distributed, and Marks are written-in by the teachers, Mark Entry may begin.

ENTERING MARKS

<u>CLASS MARKS</u>

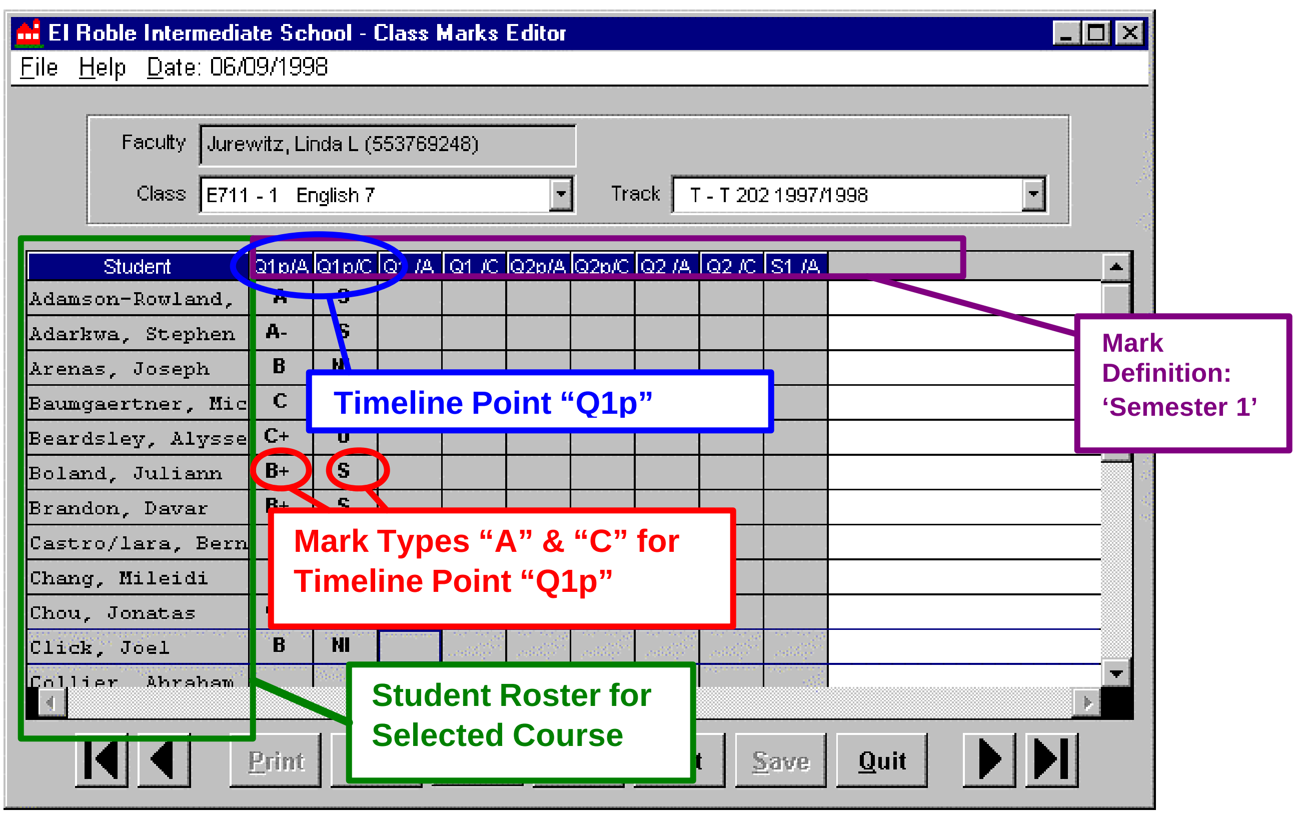
The **Class Marks Editor** provides an edit form for Mark Reporting that displays **faculty and their courses** along with a grid for entering Marks. This application allows the user to select a course from the master schedule and enter the Marks for the students that are scheduled into that course.

Remember that you can only enter Marks for courses that have been associated with Mark Definitions. This association must already have been performed in the Set-Up process or you will not be able to enter Marks for those courses. If this has not been done, the entry screen will give a message stating, “No Data”.

Select a Course

Launch **Class Marks** from the Mark Reporting menu.

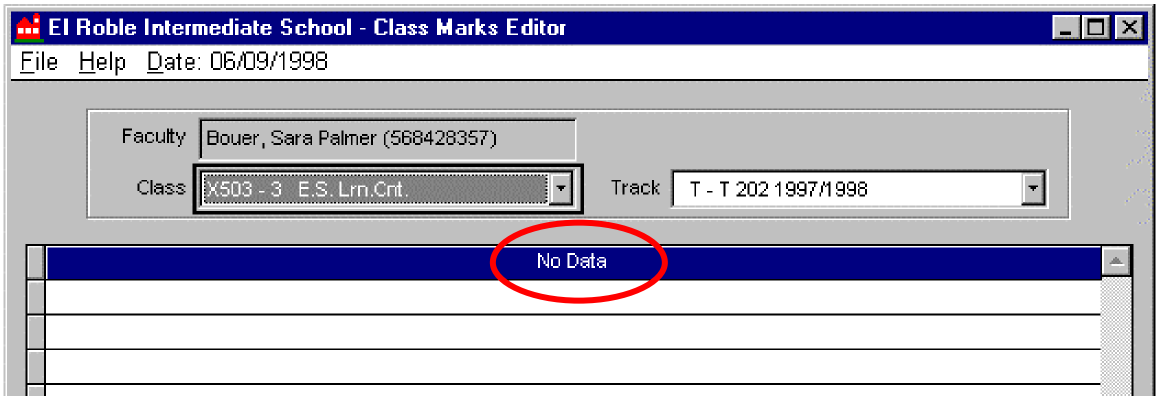
Select the faculty you want to enter Marks for by using the **Find, List,** or **VCR buttons**. Select the course from that Faculty Member’s list of courses in the drop-down box. If the Faculty Member teaches in more than one track, select the track that the course you plan to enter Marks for belongs to.



Class Marks Entry Screen with a course selected. The class roster is listed in the left-hand column. Note that the Mark Entry Grid is displayed with columns in Timeline Point sequence order, then alphabetically based on the Mark Type Codes.

You can see here that this courses is associated with the 'Semester 1' Mark Definition. Therefore, the Timeline Points, in sequential order, within that Mark Definition are displayed across the top of each column along with their corresponding Mark Types.

If "No Data" is displayed, or the wrong Mark Definition is displayed, you will likely have to refer back to the Mark Reporting Set-Up process and assign the course to the appropriate Mark Definition.



Class Marks Entry Screen stating "No Data" because a Mark Definition was not associated with the selected course.

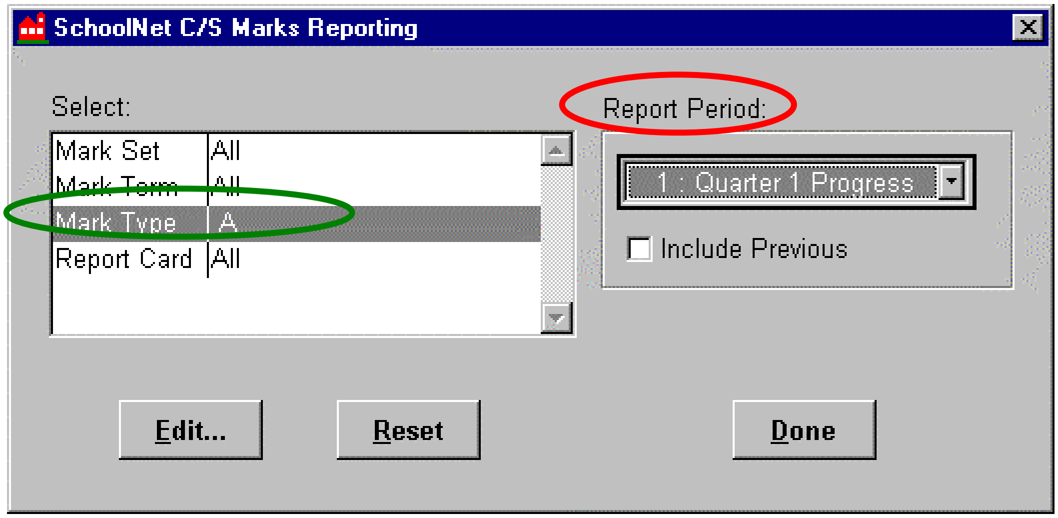
Filter Your View (If Desired)

The **Select** feature of Class Marks allows you to "narrow down" the columns that are displayed in the entry grid. You may want to do this if you have a large number of Timeline Points associated with a course and you only plan to work on particular points right now.

Click **Select** from the bottom of the screen. Choose how you want to "narrow down" the grid that is displayed. You can choose to view columns for a particular Report Period, Mark Set, Mark Term, or Mark Type. When you select a Report Period, you can also specify to include the Previous Mark Reporting Periods as well.

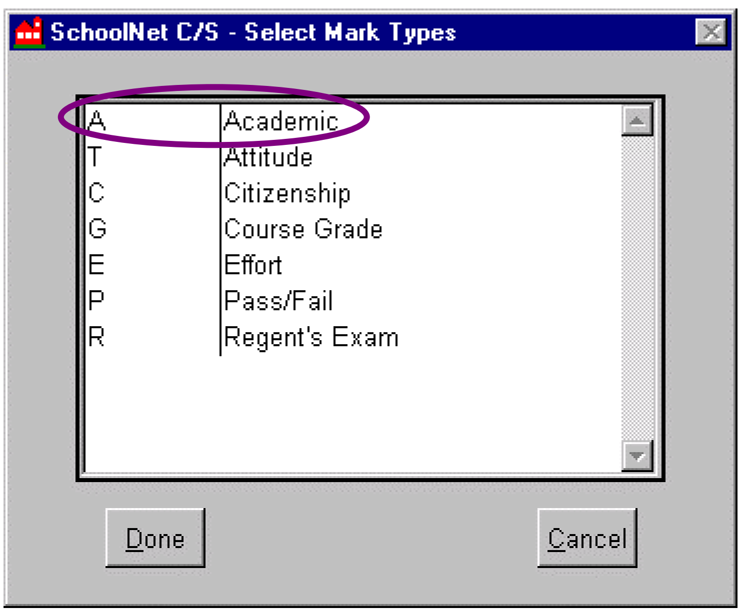
For instance, If you only want to enter ‘Academic’ Marks for the ‘Quarter 1 Progress’ reporting period at this time, you would do the following:

Click Select. From the window that comes up, select ‘Quarter 1 Progress’ from the Report Period drop-down box.

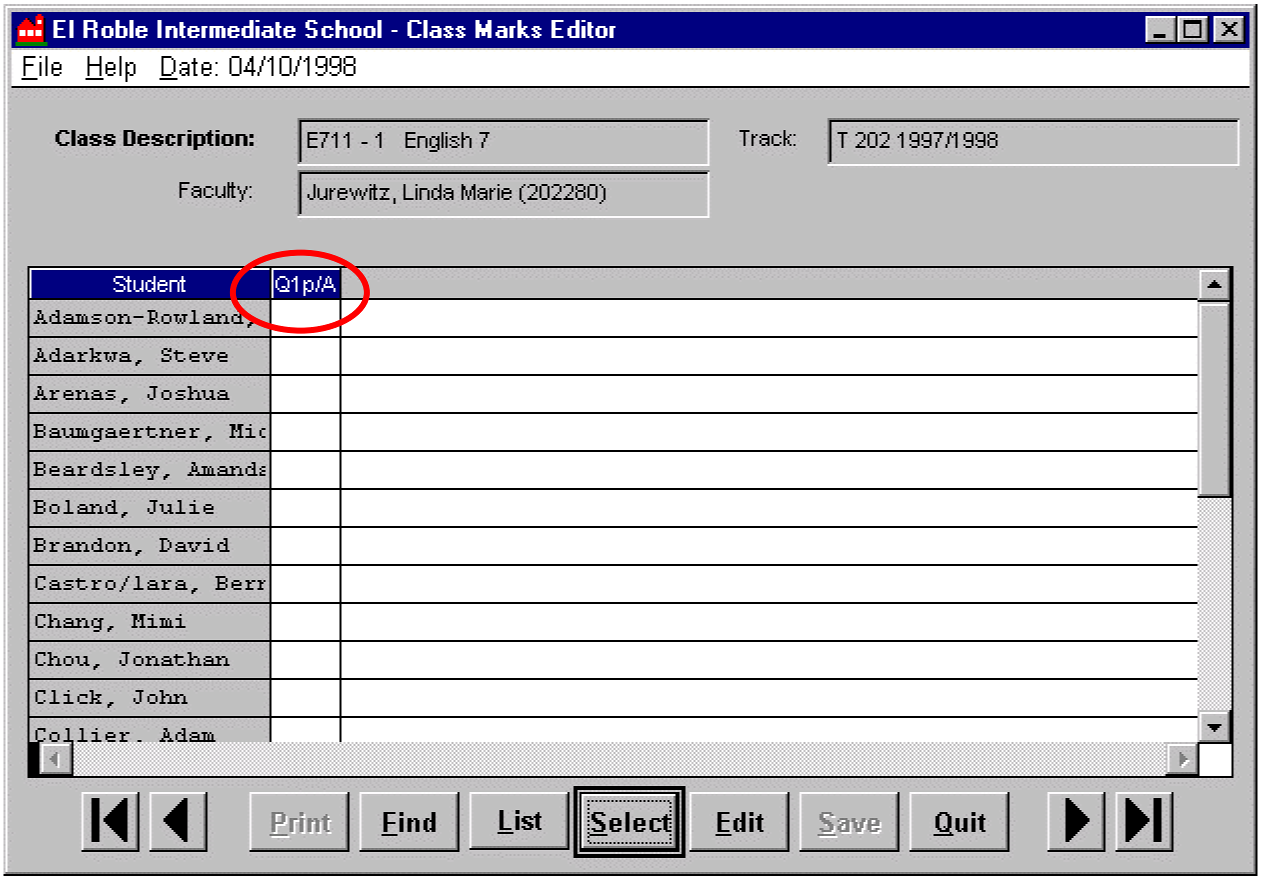


Then highlight Mark Type and click Edit.

From the window that follows, highlight ‘A – Academic’ and click Done.



The resulting Class Marks Entry Screen looks like this:



As you can see, you have really "narrowed down" the information viewed on the grid. You can use any combination of these selections to suit your needs for data entry. Or you can leave the display alone and move right on the entering the student's Marks.

On this screen, you will also see fields other than the normal Mark Entry fields. These are Report Card Comment and Credit Information fields. They will be explained in the 'Enter Report Card Information' section below.

Enter Marks

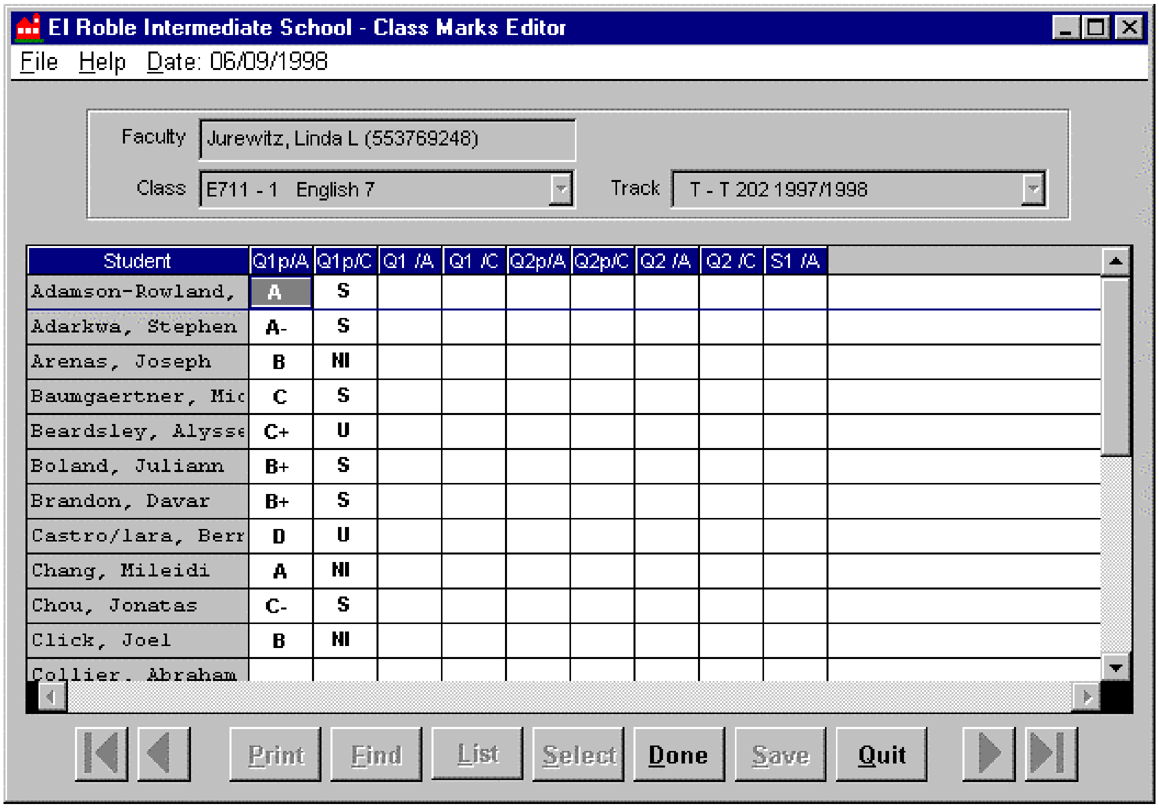
When your course selections have been made and you have filtered your view (if desired), you may click **Edit** and begin entering Marks into the appropriate column(s).

NOTE: This is where the **Grading Roster** that the teacher's wrote in their students' Marks on comes in handy. You can simply go down the appropriate column of that report and enter the Marks into this grid as they appear.

If you are entering Marks for one student or a small number of students in different courses, it may be more efficient to use the Student Marks application and work with one student at a time rather than going from course to course.

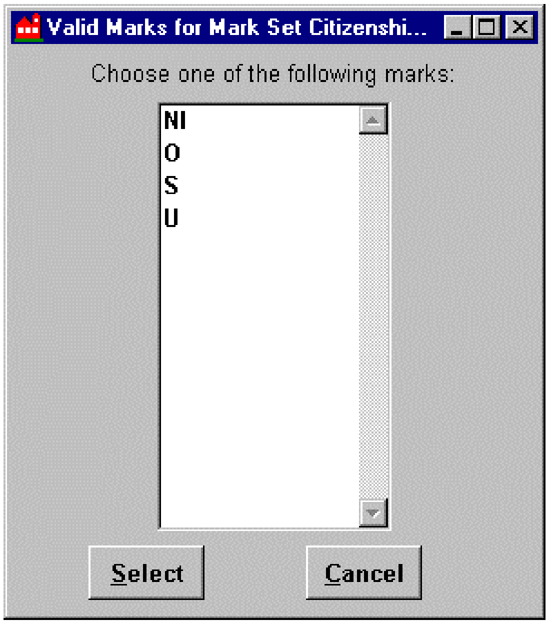
Also keep in mind that during the Mark Reporting Set-Up Process **Mark Values** were assigned to each **Mark Type**. The Mark Values are what is actually entered here. You will not be allowed to enter a Mark that was not defined through the Mark Values application in the set-up process. (In other words, for 'Citizenship' Marks you should only enter an 'O', 'S', 'NI', or 'U'.)

After clicking **Edit**, the grid can be navigated using the mouse, keyboard arrow keys, tab key, or enter key, whichever you prefer. Simply move to the cell you want to Add a Mark to, or Edit an existing Mark in, and make the appropriate addition(s) and/or change(s) by typing in the Mark earned by the student.

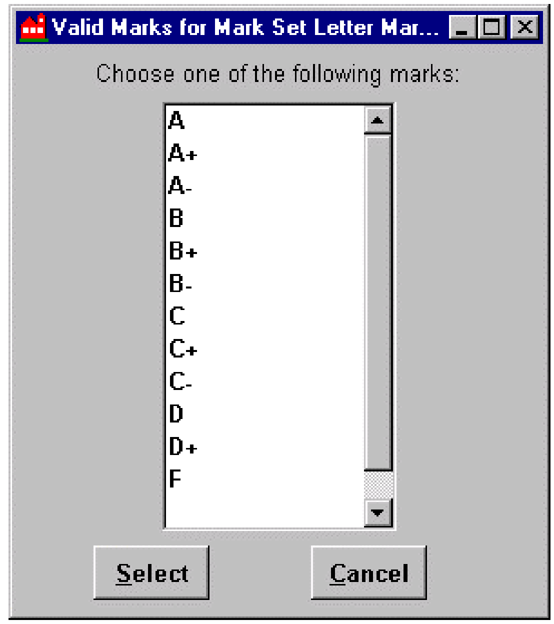


Class Entry Screen, with marks entered for 'Quarter 1 Progress Report' ('Q1p') with both 'Academic' ("A") and 'Citizenship ("C") Marks'.

If you enter a mark that was not defined as a 'Value' for the Mark Set, or enter a invalid letter or number, you will be prompted to select the appropriate Mark Value from a window that pops-up.



Possible Mark Values for the 'Citizenship' Mark Set.



Possible Mark Values for the 'Academic' Mark Set.

From this window, you simply highlight the Mark you want to enter and click select. This ensures that only valid Marks are entered in each of the columns of the entry screen.

If you are unsure of which Mark Values belong in a column, you may bring up this window whenever you would like. To do this, simply move to the cell you want to edit or add to and double-click the left mouse button, or press control-enter on the keyboard, and the window will pop up. Select the proper Mark and continue the entry process.

When you are done entering Marks, click **Save**. You can return to this application at any time and edit or add to any active column in the grid.

Enter Report Card Information

The Class Marks Entry Screen can also be used to enter **teacher comments and Variable Credit Information**. This can be done at the same time that Marks are entered or at any other time you desire to enter teacher comments.

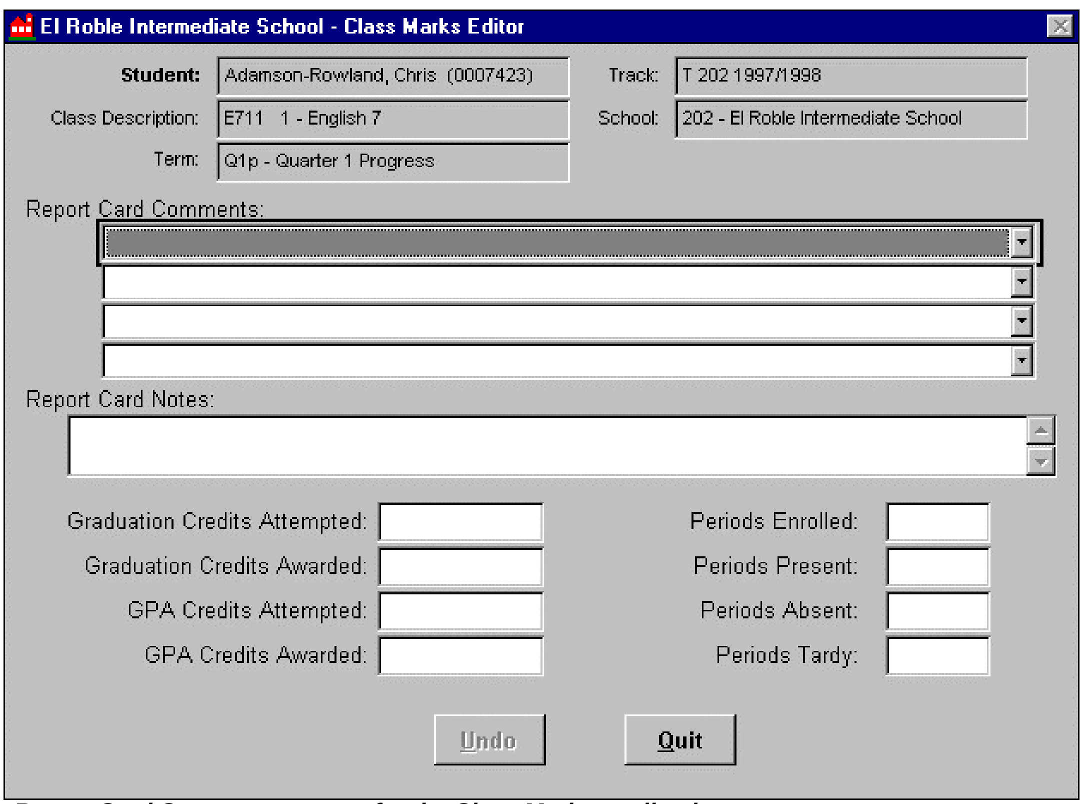
In the Mark Reporting Set-Up Process, report card comments should have been entered into the **Comments** application, grouped by language. If this was not done, you should refer to the Mark Reporting Set-Up documentation to see how this is performed. Report Card Information may be entered using one of two methods:

Activate Fields by Right-Clicking

To enter Comments, launch the Class Marks application. Select the proper course and filter your view as described previously. Click **Edit** and navigate to the cell where you want to enter the comment with your mouse. (Select the student and Mark Reporting Timeline point that the comment will be applied to.) When you are at the appropriate cell, right-click on that cell and the Report Card Information Entry Screen will open.

You can use this screen to enter comments based on the codes and comments what were defined in the Comments application. It also has fields for entering Credits Earned and Attempted, Attendance information, and other report card notes.

A maximum of four comments can be entered for each student, for each course, at each Mark Reporting Term.



Report Card Comments screen for the Class Marks application.

You can use the fields at the top of this screen to verify that you are entering the comment for the appropriate student. Take a look and verify the **student's name**, **class**, and **term** before entering the comment to ensure that this is the student and course that the comment should be entered for.

A maximum of four comments may be selected for each student, for each course. They are selected from the four **Report Card Comments** drop-down boxes.

The **credits Attempted and Awarded fields** may be used to enter in partial credit for the selected student. If nothing is entered here, then the default values defined in District Courses will be applied for successful completion of a course.

The **attendance fields** will automatically be filled in after the Calculate Attendance process is run. That process is documented in the Mark Reporting – Mark Calculation and Related Reports training manual.

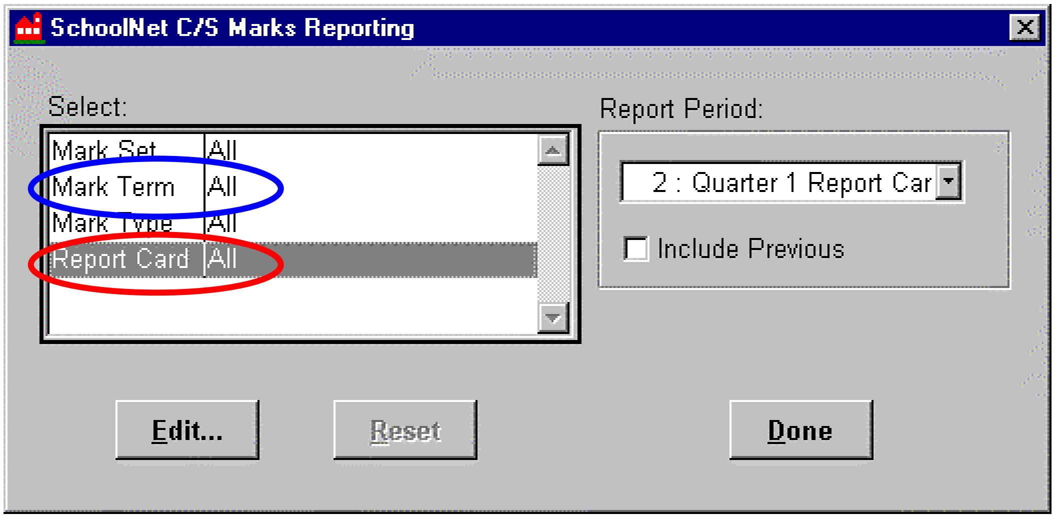
When you are done entering the comment(s) for this student, click **Save** and you will be returned to the normal Class Marks Edit Screen. You may then continue to enter comments by right-clicking in the appropriate cell or you can go back to entering Marks in any of the cells. Once you are in Edit mode you can move to any active cell and enter either Marks or Comments, in any order you please.

Activate Fields by Selecting a Mark Reporting Term

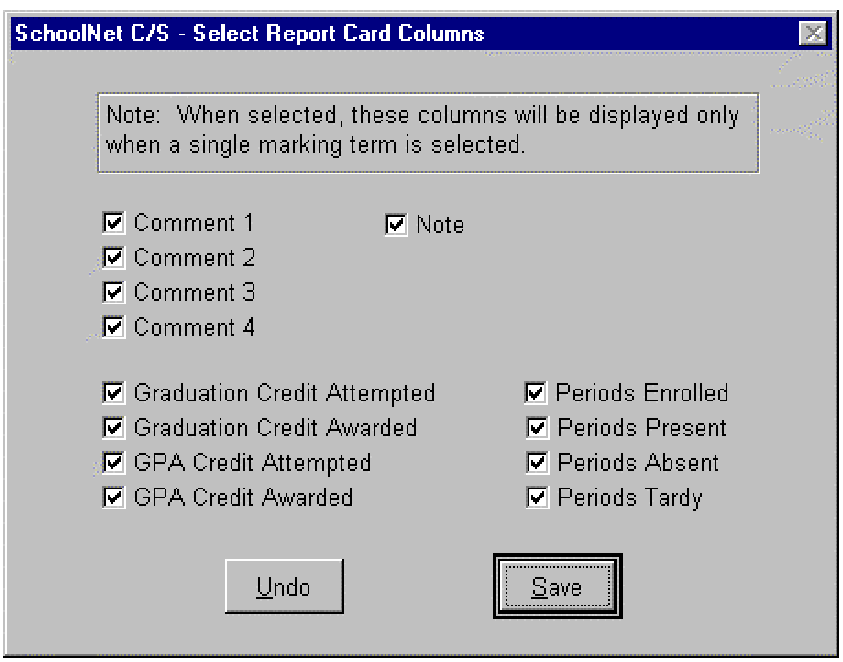
The other way to activate the Report Card Information fields is to select a specific Mark Reporting Term with the **Select** (filter) feature as described in the 'Filter Your View' section above.

As you select which Mark Reporting Term to view, you can also choose which Report Card Information to view. This information will be displayed in the Main Entry grid, next to the student's Mark for the course.

On the Selection Screen that comes up when you click **Select**, choose the Mark Term to view and then go to **Report Card** and click **Edit**.



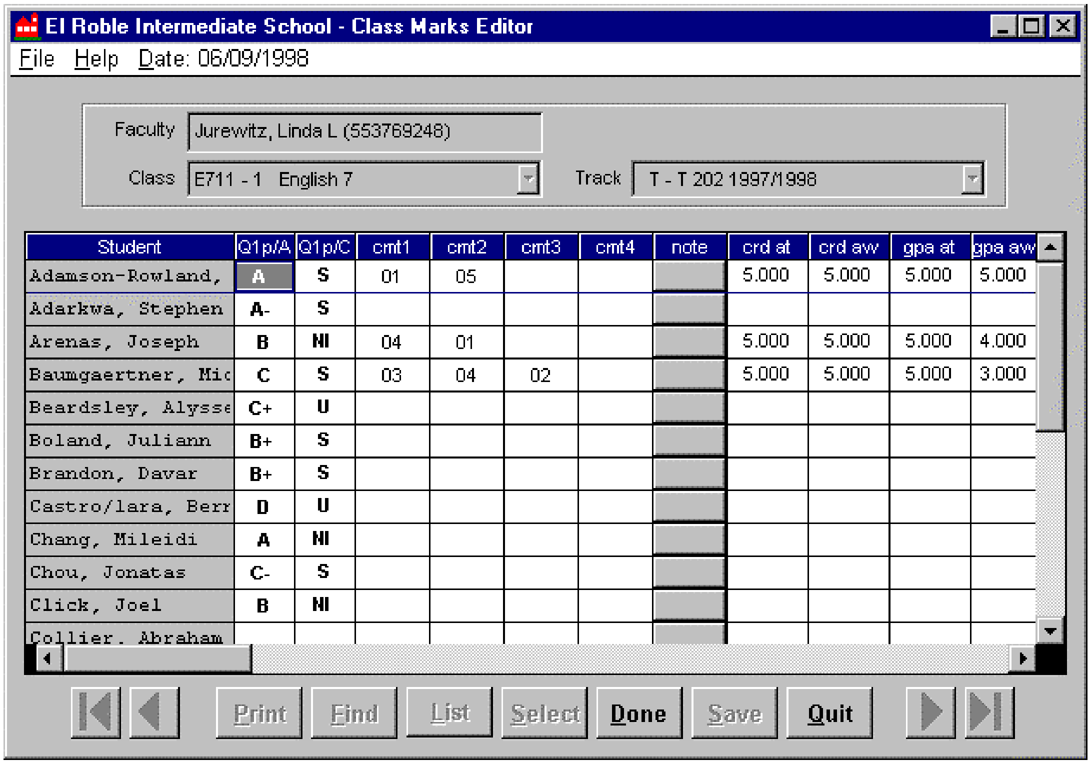
When you click Edit, the Report Card Information Selection screen will appear, and you can select which of the Report Card Information fields you want to view when you make a Mark Reporting Term selection.



Report Card Information Field selection screen.

These are the same fields that show up when you right-click over a cell in the main Mark Entry grid. Simply de-select any of the fields that you do not want to view or edit while entering Marks.

The selected fields will be displayed next to the Mark Entry cells in the Class Entry grid.



Class Marks Entry Screen with Report Card Information cells activated after a Mark Reporting Term was selected.

STUDENT MARKS

The **Student Marks Editor** provides an edit form for Mark Reporting that displays **students and their schedules** along with a grid for entering Marks. This application allows the user to select a student and enter that student's Marks for the courses that the student is scheduled for. This application can also be useful for going back to particular students after Marks have been entered and making changes or corrections.

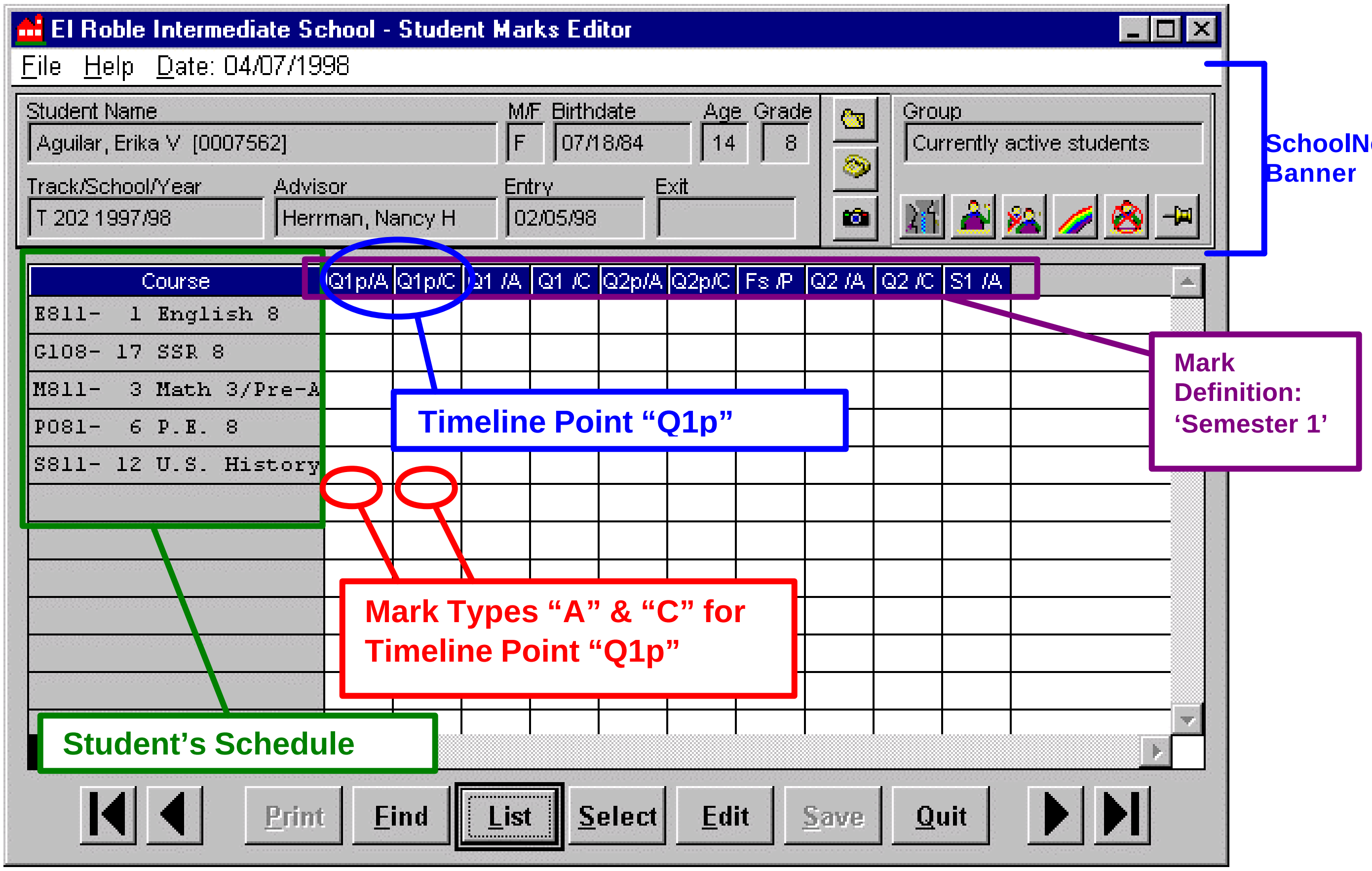
Remember that you can only enter Marks for courses that have been associated with Mark Definitions. This association must already have been performed in the Set-Up process or you will not be able to enter Marks for those courses.

Select a Student

Launch **Student Marks** from the Mark Reporting menu.

You will notice that this is a "banner application" in that the top of the screen shows the same basic student information, 'Contacts' and other buttons, and group selections ('Active Students', 'Inactive Students', etc.) that many SIS 2000+ applications use.

Select a student the same way you would in any of the other "banner applications". Use **Find, List,** or the **VCR buttons** to choose the student you will enter marks for.



Student Marks Entry Screen with a student selected. The student's schedule is listed in the left-hand column. Note that the Mark Entry Grid is displayed with columns in Timeline Point sequence order, then alphabetically based on the Mark Type Codes.

You can see here that the student's courses are associated with the 'Semester 1' Mark Definition. Therefore, the Timeline Points, in sequential order, within that Mark Definition are displayed across the top of each column along with their corresponding Mark Types.

If the student was in courses associated with other succeeding Mark Definitions, those Timeline Points would be displayed in order also, based upon the sequencing done in the Timeline application in the Set-Up Process.

If 'No Data' is displayed there may be a problem with the student's schedule, or the student's course may not be assigned to a Mark Definition.

Filter Your View (If Desired)

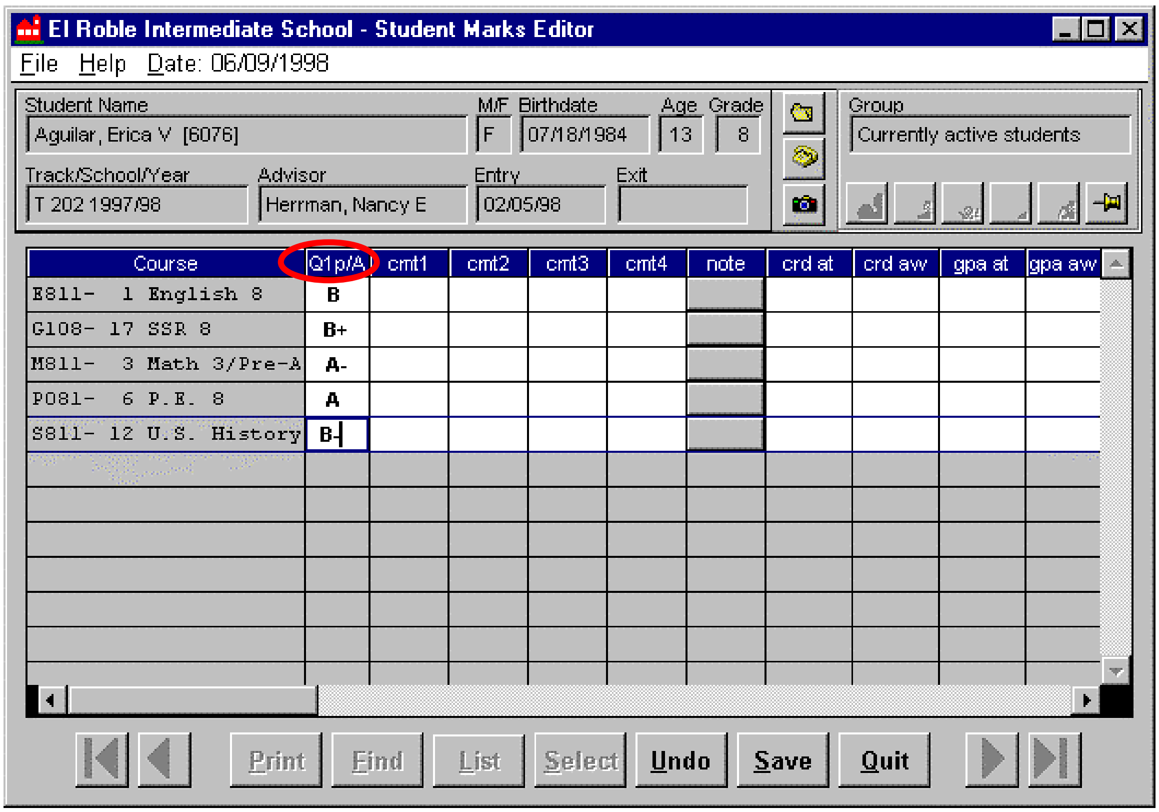
The **Select** feature of Student Marks allows you to "narrow down" the columns that are displayed in the entry grid, just as it does in the Class Marks application. You may want to do this if you have a large number of Timeline Points associated with a student's courses and you only plan to work on particular points right now.

This is done in the same manner that it was in **Class Marks**. Click **Select** from the bottom of the screen. Choose how you want to "narrow down" the grid that is displayed. You can choose to view columns for a particular Report Period, Mark Set, Mark Term, or Mark Type.

For instance, If you only want to enter 'Academic' Marks for the 'Quarter 1 Progress' reporting period at this time, you would do the following (refer to the above Class Entry view filtering illustrations if needed):

Click Select. From the window that comes up, select 'Quarter 1 Progress' from the Report Period drop-down box.
Then highlight Mark Type and click Edit. From the window that follows, highlight 'A – Academic' and click Done.

The resulting Student Marks Entry Screen looks like this:



As you can see, you have really "narrowed down" the information viewed on the grid. You can use any combination of these selections to suit your needs for data entry. Or you can leave the display alone and move right on the entering the student's Marks.

Also, as in Class Marks, when you narrow your filter down to one Mark Reporting Term, you can enter the Report Card Comments and / or Credit Information on the same screen that you enter the Marks for the Course.

Enter Marks

When your student selections have been made and you have filtered your view (if desired), you may click **Edit** and begin entering Marks into the appropriate column(s).

NOTE: If you are entering Marks for an entire course, it would be more efficient to use the Class Marks application and follow a Grading Roster as you enter these Marks.

Also keep in mind that during the Mark Reporting Set-Up Process **Mark Values** were assigned to each **Mark Type**. The Mark Values are what is actually entered here. You will not be allowed to enter a Mark that was not defined through the Mark Values application in the set-up process. (In other words, for 'Citizenship' Marks you should only enter an 'O', 'S', 'NI', or 'U'.)

After clicking **Edit**, the grid can be navigated using the mouse, keyboard arrow keys, tab key, or enter key, whichever you prefer. Simply move to the cell you want to Add a Mark to, or Edit an existing Mark in, and make the appropriate addition(s) and/or change(s) by typing in the Mark earned by the student.

The Student Marks Entry Screen functions the same as the Class Marks Entry Screen (you may refer to the corresponding parts of the Class Marks documentation for illustrations).

If you key in an invalid Mark Value a window will come up prompting you to select a valid Mark Value for the Mark Type you are editing or adding to. Just as in Class Marks, you may also double-click on a cell and open the Mark Value selection window in Student Marks.

Report Card comments may also be entered in the same manner: by right-clicking on the appropriate cell in the Student Marks Entry Grid. Select the comments, enter any other data, and click Save. Or, if you've filtered down your view to one Mark Reporting Term, you may enter all of this information on the same screen that you enter the Mark for the course on.

You may return to the Student Marks application at any time to Edit a student's Marks.

VERIFYING MARKS

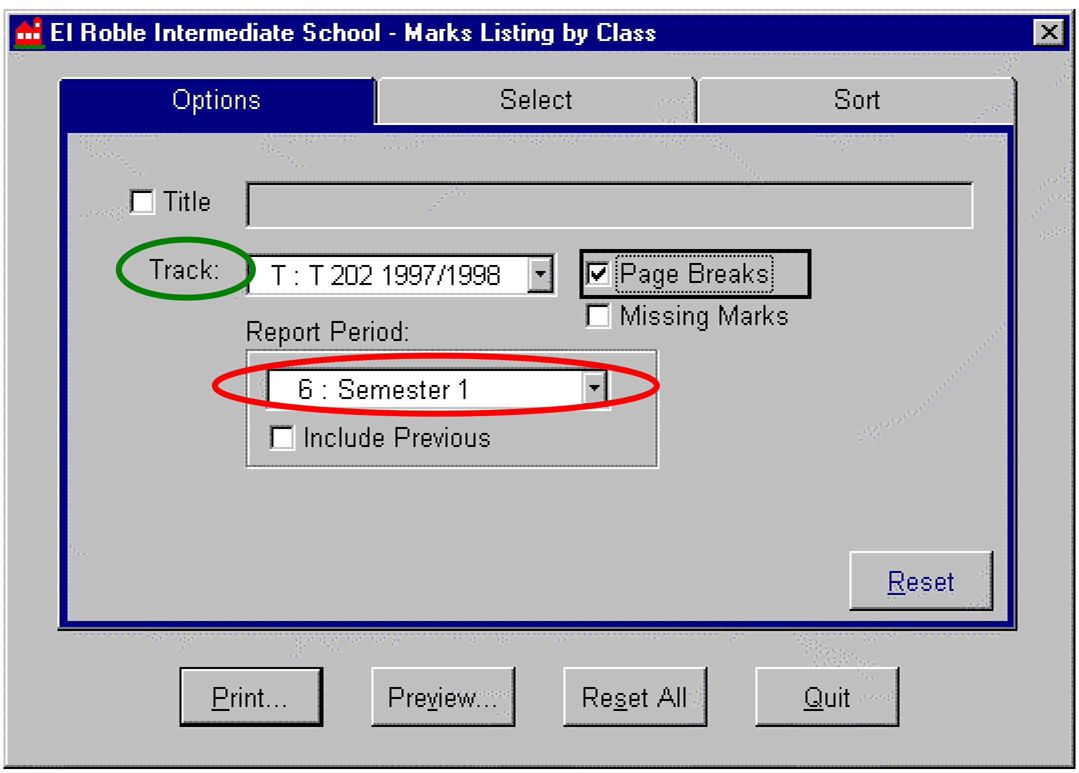
<u>MARKS LISTING BY CLASS</u>

You will now want to verify that the correct Marks were entered for the appropriate students. You will most likely use the '**Mark Listing by Class'** report to do this. This report will display a course with a roster and the Marks entered into SIS 2000+ through either the Class Marks or Student Marks application. The report can then be distributed to the teachers and they can verify that the proper Mark was entered, or note any changes that need to be made.

Launch Marks Listing by Class

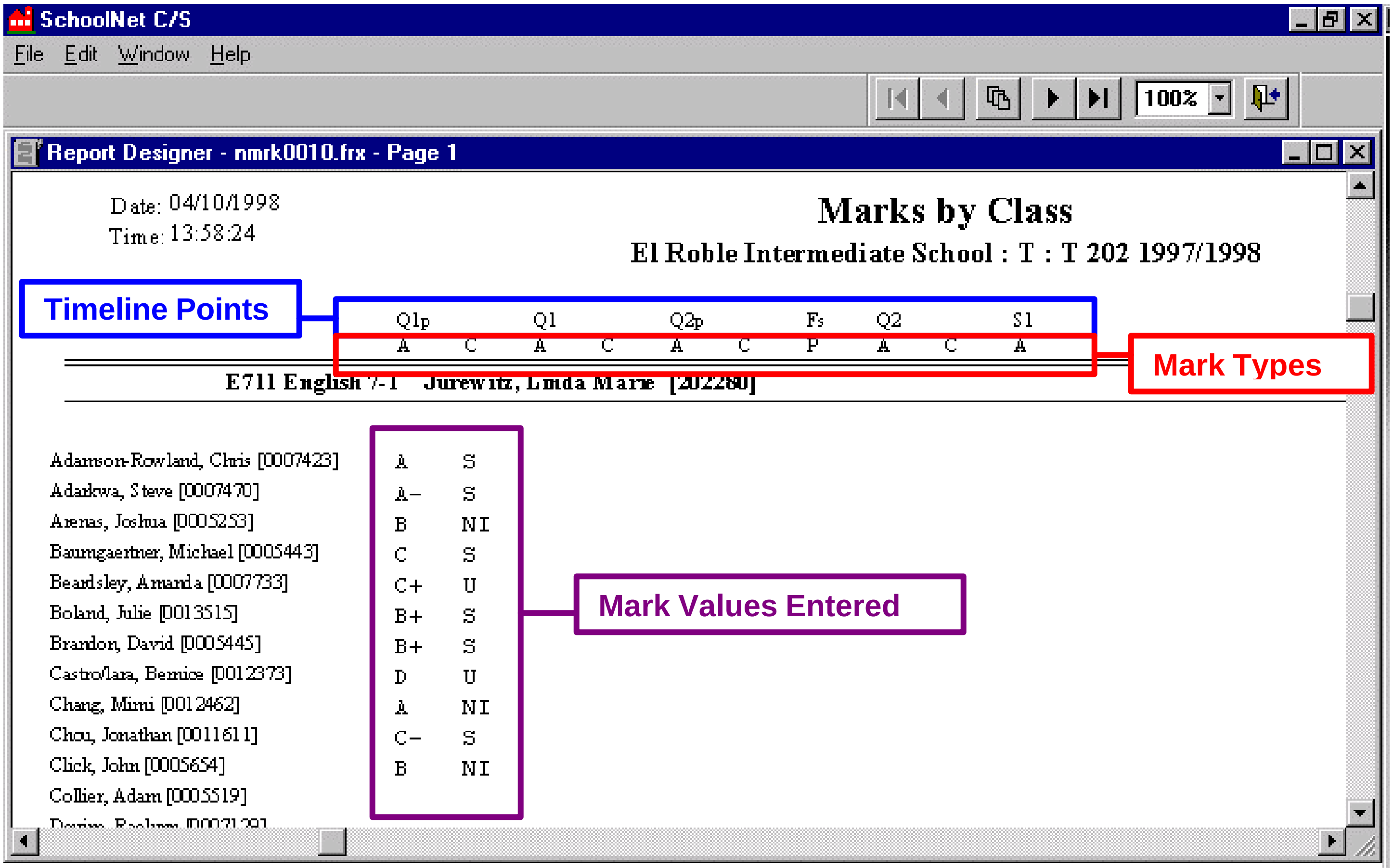
This report is found in the Reports menu within the Mark Reporting menu. Choose your general reporting options from the **'Options'** screen. You may choose to print the Marks for a selected Mark Reporting Period, or for ALL Mark Reporting Periods. You must also select the correct track. The '**Page Breaks'** check box designates whether or not each course will be printed on a separate sheet. If it is checked, each course will begin printing at the top of a new sheet of paper. The '**Missing Marks**' check-box will cause this report to show a listing of student's who are missing Marks for the selected Mark Reporting Period. If '**Include Previous**' is checked-off, the report will print all Marks Reporting Periods up to and including the one you've selected.

Use the 'Select' and 'Sort' features to filter your report and order the printout of the data respectively.



Options Screen for the Marks Listing by Class report.

Preview and Print the Report



Marks Listing by Class report with 'ALL' Reporting Periods selected.

This report is essentially a print-out of the Class Marks Entry Screen. The columns (representing the Timeline Points and Mark Types) are ordered in the same manner as they are in the Class Marks application, and a class roster listing is printed on the left-hand side of the report. The Marks that have been entered (the Mark Values) are displayed within the appropriate columns.

Once printed, this report can be distributed to teachers and verified for accuracy. When it is returned, you may return to either the Class Marks or the Student Marks application to make changes.

> NOTE: If there are several changes or corrections that need to be made for students in the same course, you may want to use Class Marks, find the appropriate course, and make the changes there.
>
> If the changes and corrections seem to be spread out throughout the student body, you may prefer using Student Marks, searching for the appropriate student, and making the changes in that application.

MARKS LISTING BY STUDENT

The other report that helps you verify that the correct Marks were entered for the appropriate students is the '**Marks Listing by Student**' report. This report will display students with a listing of their courses and the Marks entered into SIS 2000+ through either the Class Marks or Student Marks application. The report can then be distributed and used to verify that the proper Marks were entered, or note any changes that need to be made.

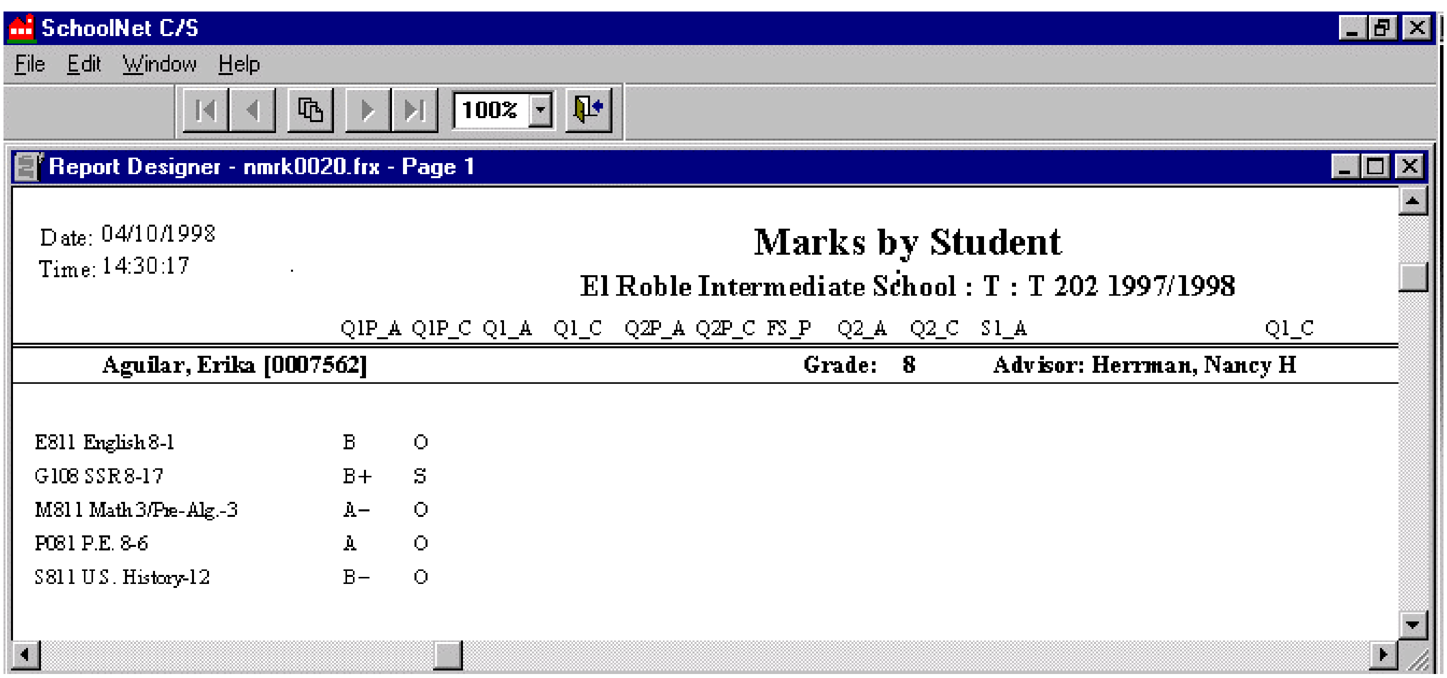
Launch Marks Listing by Student

This report is found in the Reports menu within the Mark Reporting menu.

This report functions exactly the same way the **Marks Listing by Class** report functions. Choose your general reporting options from the **'Options'** screen. You may choose to print the Marks for a selected Mark Reporting Period, or for ALL Mark Reporting Periods. You must also select the correct track. The 'Page Breaks' check box designates whether or not each student will be printed on a separate sheet. If it is checked, each student's schedule and Marks will begin printing at the top of a new sheet of paper. 'Missing Marks' and 'Include Previous' also work the same as in the Marks Listing by Class Report. They print students with Marks missing for the selected Reporting Period and include all Marks up to the period you've selected if checked off.

Use the 'Select' and 'Sort' features to filter your report and order the printout of the data respectively.

Preview and Print the Report



Marks Listing by Student report with 'ALL' Reporting Periods selected.

This report is essentially a print-out of the Student Marks Entry Screen. The columns (representing the Timeline Points and Mark Types) are ordered in the same manner as they are in the Student Marks application, and the student's schedule is printed on the left-hand side of the report. The Marks that have been entered (the Mark Values) are displayed within the appropriate columns.

Once printed, this report can be distributed and verified for accuracy. If changes need to be made, you may return to the Student Marks application and make the necessary changes.

What's Next?

When Marks are finally entered and verified, you may now move on to the **Mark Reporting Calculation and Posting Process**. Generating the Honor Roll and printing Report Cards is part of that procedure. Posting Marks to students' transcript records is also part of that procedure. Refer to the Mark Reporting – Mark Calculations and Related Reports documentation for more detail.